



TO: AGENCY PERSONNEL ADMINISTRATORS

DT: April 7, 2000

RE: General Letter No. 193 Amended - Establishment of Anniversary Date for New Employees in Classes Covered by Collective Bargaining (except NP-4 and NP-1)

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ALAN J. MAZZOLA  
Deputy Commissioner

General Letter No. 193 dated August 7, 1978 refers to “the Master or Protective Services Contract” and addresses anniversary dates for new employees hired on a temporary, emergency or provisional basis in bargaining unit classes. (This letter also contains information concerning vacation accrual for such individuals. This topic will be discussed in a separate General Letter.)

General Letter No. 208 dated March 23, 1981 also addresses, among other topics, the establishment of a permanent anniversary date for part-time employees working less than 20 hours per week. Therefore, we have merged this information here so that all material concerning the establishment of a permanent anniversary date is located in one General Letter.

The following paragraph updates General Letter No. 193 to include all new employees hired into collective bargaining positions **except** individuals hired into positions in the NP-4 and NP-1 bargaining units. **For information concerning the establishment of Anniversary Dates for either of these two bargaining units, consult the appropriate collective bargaining agreement or contact the APS Liaison for your agency.**

#### ANNIVERSARY DATE

Effective July 1, 1977: All employees hired into bargaining unit positions will have a permanent anniversary date of January 1. Further, employees hired between July 1 and December 31 will be eligible for an anniversary increase in the second next January following date of hire. Employees hired into bargaining unit positions between January 1 and June 30 will be eligible for their first increase on January 1 next following date of hire.

According to our research, the updated procedure is the current practice throughout state service (except for NP-4 and NP-1 bargaining units). This General Letter update is an attempt to memorialize the existing practice for all but these two collective bargaining units. Please share this information with your staff. Contact any member of the BRT at 713-5058, 713-5176 or 713-5062 or via e-mail should you have questions concerning this General Letter.

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